



Forest Heights Police Department Policy and Procedures Manual

Subject:	Enforcing Forest Heights Town Ordinances			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 12	Section: 11	Number of Pages:	2	Replaces: GO 2000-67
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A. Purpose

To establish standard operating procedures for the Forest Heights Police Department (FHPD) related to the enforcement of the Town of Forest Heights ordinances.

B. Policy

Officers will use every opportunity to inform and educate the public of the Town's ordinances and respond to the ordinance violators in a courteous and considerate manner when taking enforcement action to such violations.

C. Procedures

1. Officers on patrol will be alert for ordinance violations.
2. Officers observing an ordinance violation will:
 - a. write an ordinance violation notice; and
 - b. give the original copy of a violation notice to the violator.
3. For violations at a residence:
 - a. During daylight hours serve the notice to anyone who may in the residence or tape it to the front door if no one responds to knocking on the door.
 - b. During non-daylight hours tape the violation notice to the front door.
4. Duplicate copies of violation notices will be placed in the Police Clerk's mailbox at the end of a shift.

D. Running-at-large Dog Complaints

1. When the police do not witness the event, but the complainant can verify the dog's owner the officer will speak to the dog's owner, explain the ordinance, and issue a written warning notice.
2. Upon the animal's capture, the officer will contact the County Animal Control Commission to remove said animal.
4. An officer may remove an animal from private premises if the officer determines that removal is warranted under Article 27, Section 59 through 67 of the Annotated Code.
5. An Incident Report will be completed if an officer takes enforcement action.

E. Abandoned Vehicles

1. Abandoned vehicles are vehicles without current Maryland registration plates (unless exception applies) or vehicles that are inoperative.
2. Abandoned vehicles may be towed:
 - a. from public streets after 72 hours; and
 - b. from private property after 30days.
3. If a violation is not corrected in the prescribed time period, the vehicle should be towed. See also Chapter 12, Section 9 of this Manual.

F. Towing Vehicles

1. Prior to towing, the vehicle should be inventoried and all items of value listed on the Incident Report.

Chapter 12 Section 11

- a. Items that are small and could be easily stolen, such as money, portable radios, etc., should be removed and turned in on property records.
 - b. A vehicle release should be prepared and the last known owner on record should be notified by certified mail.
 - c. If a parking ticket is issued, the original copy should accompany the vehicle release and, by the end of the officer's shift, placed in the Police Clerk's mailbox.
2. Vehicles may be impounded when:
 - a. they are parked in such a manner as to create a hazard;
 - b. as a result of a crash; or
 - c. where the operator is arrested for a violation and the vehicle must be impounded for safe keeping.
3. Unless otherwise provided by ordinance (see §15.7 et seq. of Town Code), vehicles should only be towed in those situations where the vehicle is creating a hazardous or emergency situation. A vehicle blocking a private driveway, after a complaint by the property owner, or vehicle blocking a public street, would be considered a hazardous.